



**State of Michigan**  
**Department of Information Technology**  
**POLICY AND PROCEDURE MANUAL**

TYPE  
**Policy/Procedure**

NUMBER  
**600.01**

PAGE  
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**SUBJECT**

**Approval for Temporary Services**

**EFFECTIVE DATE**

**2/10/03**

**Policy**

This policy describes how the Department of Information Technology will request, approve, and process temporary staff placements, with the exception of professional IT staff. Placements will be made under State of Michigan purchasing, Civil Service, and Office of the State Employer policies.

**General Information**

Requests for the following temporary staffing are included in this policy:

- Clerical services,
- Technician services,
- Non-IT professional services,

The Office of Contracts, Procurement and Planning Services manages the placement, purchase order, and invoice approval processes for temporary staffing. Temporary staff assignments will not exceed 832 hours as approved by the Department of Civil Service.

NOTE: If the request for temporary services involves contracting with a state employee who retired under the 2002 early retirement program, the requesting office must first follow the procedure for requesting Office of the State Employer approval for contracting with early retirees.



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**Procedures**

<u>Responsibility</u>	<u>Action</u>
Manager	1. Determines need and funding for temporary help and completes form DIT-0008 2. Forwards DIT-0008 to Division Director
Division Director	3. If approved, forwards DIT-008 to Procurement Section, Hollister Building at least one week prior to start date.
Procurement Section	4. Reviews request and contacts requesting Manager for more information if needed. 5. Determines if a new CS-138 is needed. If needed, Procurement staff will initiate the request, but may request input from the requesting Manager. 6. Contacts Vendor and places employee 7. Issues Purchase Order to vendor 8. Notifies Requesting Manager of Purchase Order Number and specifics of placement (hours, dates, etc.)
Requesting manager	9. Provides supervision of temporary employee and forwards client copy of timesheet(s) to Procurement Section for processing. Reports any placement issues to Procurement.
Procurement Section	10. Receives and approves invoices from vendor.

**Note: All contact with the temporary agency will be made by Procurement staff. This includes placements, requests to replace unsatisfactory staff, and any extension or renewal of an assignment.**



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**Reference**

Administrative Guide to State Government, Procurement of Services, Procedure 0510.13

**Contact**

Any questions or concerns regarding this policy should be directed to DIT Procurement at (517)335-4060.